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Revised New Employee Benefits Self-Service Enrollment Instructions

ISSUE/QUESTION

Have there been any revisions to the New Employee Self-Service Benefits Enrollment Instructions for HRIS?

ANSWER

Yes. The New Employee Self-Service Benefits Enrollment Instructions have recently been revised. A new set of instructions has been published as a more comprehensive guide. New employees should find these new instructions much easier and more thorough for signing on to "My HRIS" for the first time.

The revised instructions have are attached to this posting and can also be found at <http://www.hr.state.az.us/Onlineforms/index.htm>.

Please make these instructions available to your new employee, and discard any previous versions.

AUTHORITY

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ISSUED

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